

CHILDREN AND FAMILIES COMMISSION OF EL DORADO COUNTY POLICY-CONTRACTS AMENDMENTS

INFORMATION

The Children and Families Commission of El Dorado currently uses the Request for Proposals (RFP) to fund organizations, agencies and individuals to provide services to expectant parents and children birth to age five. Once funded, a contract is initiated with the Commission. The Commission estimates that approximately 30-40 contracts will be in effect concurrently. Therefore, the following policy statements are in effect regarding contract monitoring.

COMMISSION AUTHORITY

The Executive Director must have Commission approval for the following:

- Increase or decrease in contract funding amounts
- Change in the scope of work or services to clients and recommended by the Executive Director and the Evaluation team.
- Change in the content of evaluation

All changes must be in writing, filed with the original contract with Commission and authorized contractor signatures.

EXECUTIVE DIRECTOR AUTHORITY

The Executive Director has approval authority for the following:

- Extension of time (limit of six months)
- Budget revisions up to 15% in categories listed in the original budget
- Change in staffing patterns that does not change the scope of the project or services with certification that the change in staffing is monitored and ensures the same level of service.
- Changes in evaluation procedures as long as the evaluation content remains the same as in the original proposal.
- Information regarding changes approved by the Executive Director shall be reported to the Commission quarterly.

All contract amendments must be in writing, filed with the original contract with Executive Director and authorized contractor signature.

Commission Adoption 4/8/02 (final 6/02)